

EFFECTIVE DATE: January 4, 1982

REVISION DATES: \_\_\_\_\_

SUBJECT: Radio Maintenance

### 1. Purpose

This Administrative Directive establishes the organization framework for installation and repair of all radio communication equipment of the City departments and other outside governmental agencies.

### 2. Responsibility

- a. The Purchasing and General Services Department, through the Communication Services Division, is responsible for the installation, repair, relocation, rearrangement or removal of radio communications equipment of the City departments.
- b. The Purchasing and General Services Department is responsible for maintaining an adequate stock level of parts and replacement portable radios to assure minimum down time for the City emergency and priority vehicles.
- c. The Communication Services Division shall conduct continuing studies of all departmental uses of radio communication equipment to achieve maximum cost effectiveness and shall recommend removal or changes to equipment not essential to the operation of the City.
- d. Each department will coordinate with the Purchasing and General Services Department on the feasibility and compatability of new radio equipment/systems prior to procurement.
- e. The Radio Maintenance Section will inspect all radio tower and warning lights and report all discrepancies to the appropriate contract repair activity.
- f. The Radio Maintenance Section will conduct periodic checks of backup emergency power systems to insure the proper function of communication systems in emergency situations.
- g. The Radio Maintenance Section is responsible for obtaining and renewing Federal Communications Commission licenses, call sign authorization, and frequency assignments.

### 3. Definition

"Radio Communications Equipment" - includes all two-way portable (hand carry), vehicle mounted, base radio transmitter/receiver stations and other associated equipment, e.g., chargers, sirens, modat, pagers, radar

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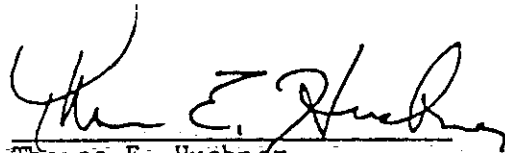
REVISION DATES: \_\_\_\_\_

SUBJECT: RADIO MAINTENANCE - Page 2

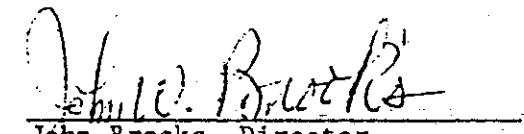
guns and auxiliary power supplies. Also includes specialized EMS electronics and telemetry equipment, closed circuit TV and PA systems.

4. Procedures

- a. All work orders for radio maintenance services will be processed at the radio work center. Police Department and Fire Department work orders will have first priority.
- b. All special requests for radio installation on leased vehicles or vehicles assigned on contract basis for City use must first be submitted to the Purchasing Director for review and approval.
- c. All troubles with the communication lines associated with the radio towers and operations will be reported to the Radio Maintenance Section for resolution with the telephone company.



Thomas E. Huebner  
City Manager

  
John Brooks, Director  
Purchasing & General Services